

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		11. CONTRACT ID CODE J	PAGE OF PAGES 1 82
2. AMENDMENT/MODIFICATION NO. F00014	13. EFFECTIVE DATE 990618 99Apr09	14. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)
6. ISSUED BY 9 CONTRACTING SQUADRON 5 K AVENUE STE 1 SHEPPARD AFB TX 76311-2746	CODE FR3020	17. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip code)  TREND WESTERN TECHNICAL CORP 4128 W COMMONWEALTH AVE FULLERTON CA 92833		(X)	9A. AMENDMENT OF SOLICITATION NO.
			9b. DATED (See item 11)
		X	10A. MODIFICATION OF CONTRACT/ORDER NO. F4161298C0001
			10B. DATED (See item 13) 970CT30
CODE		FACILITY CODE	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.			
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning ___ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified			
12. ACCOUNTING AND APPROPRIATION DATA (If required)		CODE: F60700	
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. DESCRIBED IN ITEM 14.		NO CHG .00	
(X) 1A. This change order is issued pursuant to: (Specify authority) The changes set forth in Item 14 are made in the contract order no in item 10A.			
1B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in Item 14 pursuant to the authority of FAR 43.103(b).			
X 1C. This supplemental agreement is entered in pursuant to authority of: FAR 52.243-1 CHANGES-FIXED PRICE ALT I			
1D. Other (Specify type of modification and authority)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return ALL copies to the issuing office.			
14. Description of amendment/modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  POC: STORY, SHIRLEY L. PHONE: 9486763895  SEE SCHEDULE			
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
M. R. Jarvis, Vice President		SHIRLEY L. STORY	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	15D. UNITED STATES OF AMERICA	15E. DATE SIGNED
(Signature of person authorized to sign)	5/18/99	BY <i>Shirley L. Story</i>	940520
		(Signature of Contracting Officer)	

Trend Western Technical Corporation

- a. This no-cost modification is issued to clarify procedures for equipment, ADPE, supplies or furniture, delete requirement on use of SAFB Form 154, add IMPAC as a method of ordering, revise the language in paragraphs 1.6.1.1 and 1.6.1.2 to clarify situations which are reimbursable, supplementing that information to CLIN Three with specific dollar amounts, and accomplish a number of other PWS additions, changes or deletions. All changes are identified by a bar in the margin of the hard copy page or displayed by dark bold blue text on the supply intranet/CD ROM page.
- b. Remove and replace Section B, REVISED PAGE B-2 (Modification P00012), REVISED PAGE B-2A (Modification P00011), and REVISED PAGE B-3 (Modification P00012), REVISED PAGE B-4, REVISED PAGE B-5 (Modification P00012) with REVISED PAGES of the same numbers.
- c. Add Section B, PAGES B-3A, B-4A and B-5A.
- d. Remove and replace Section C-1, Pages C1-6 through C1-12, C1-14 through C1-16, C1-18, C1-20, and REVISED PAGES C1-29 through C1-32 (Modification P00010) with REVISED PAGES of the same numbers.
- e. Remove and replace Section C-3, Pages C3-2 through C3-6 with REVISED PAGES C3-2 through C3-6.
- f. Remove and replace Section C-5, Pages C5-2 through C5-5, C5-8 through C5-10, C5-12 through C5-14, C5-17 through C5-20, C5-22 through C5-25, C5-27 through C5-28, C5-30, C5-32, C5-33, C5-43, C5-44, C5-47 through C5-49, TE9-1, TE10-1, TE10-2, TE10-3, TE10-4 and TE11a-1 with REVISED PAGES of the same numbers.
- g. All other terms and conditions remain unchanged.

PART I  
SECTION B  
SUPPLIES/SERVICES AND PRICE/COSTS  
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR ONE – 1 OCTOBER 1998 – 30 SEPTEMBER 1999

ITEM

- 1001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,909,901.00
Target Profit ( 4.0% of Target Cost)	\$ 116,396.00
Target Price	\$ 3,026,297.00

- 1002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit ( 4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,848,494.00
Target Profit	\$ 153,940.00
Target Price	\$ 4,002,434.00
Ceiling Price ( 104.0% of Total Target Cost)	\$ 4,002,434.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 1003 Supply and/or fuels services to support emergency requirements, mission requirements, or exercises during other than normal duty hours, on weekends, and on holidays as outlined in Section C-1, paragraphs 1.6.1.1 and 1.6.1.2

- 1003aa Services as outlined in item 1003 above in support of the 80th Flying Training Wing mission.

NOT TO EXCEED \$ 25,000.00

- 1003ab Services as outlined in item 1003 above in support of the 82d Training Wing Mission.

NOT TO EXCEED \$ 15,000.00

1004 Cost applicable to contract but not applicable to Profit or Ceiling Price Percentage.

1004aa Reimbursement for approved attendance at conferences, workshops, meetings and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

1004ab Reimbursement for facilities upkeep and minor maintenance projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1 (Self Help).

NOT TO EXCEED \$ 25,000.00

1004ac Reimbursement for labor in support of move to new Logistics complex (bldg 2113) as specified in Modification P00010.

NOT TO EXCEED \$ 27,000.00

1004ad Reimbursement for labor in support of relocation of flying IEU as specified in Modification P00011.

NOT TO EXCEED \$ 500.00

**TOTAL OPTION YEAR ONE PRICE** \$ 4,099,934.00

PART I  
SECTION B  
SUPPLIES/SERVICES AND PRICE/COSTS  
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR TWO – 1 OCTOBER 1999 – 30 SEPTEMBER 2000

ITEM

2001

The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,917,933.00
Target Profit ( 4.0% of Target Cost)	\$ 116,717.00
Target Price	\$ 3,034,650.00

2002

The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit ( 4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,856,526.00
Target Profit	\$ 154,261.00
Target Price	\$ 4,010,787.00
Ceiling Price ( 104.0% of Total Target Cost)	\$ 4,010,787.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

2003

Supply and/or fuels services to support emergency requirements, mission requirements, or exercises during other than normal duty hours, on weekends, and on holidays as outlined in Section C-1, paragraphs 1.6.1.1 and 1.6.1.2

2003aa

Services as outlined in item 2003 above in support of the 80th Flying Training Wing mission.

NOT TO EXCEED \$ 25,000.00

2003ab

Services as outlined in item 2003 above in support of the 82d Training Wing Mission.

NOT TO EXCEED \$ 15,000.00

2004

Cost applicable to contract but not applicable to Profit or Ceiling Price Percentage.

2004aa Reimbursement for approved attendance at conferences, workshops, meetings  
and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

2004ab Reimbursement for facilities upkeep and minor maintenance  
projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1  
(Self Help).

NOT TO EXCEED \$ 25,000.00

| **TOTAL OPTION YEAR TWO PRICE** \$ 4,080,787.00

PART I  
SECTION B  
SUPPLIES/SERVICES AND PRICE/COSTS  
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR THREE – 1 OCTOBER 2000 – 30 SEPTEMBER 2001

ITEM  
3001

The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,926,211.00
Target Profit ( 4.0% of Target Cost)	\$ 117,048.00
Target Price	\$ 3,043,259.00

3002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit ( 4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,864,804.00
Target Profit	\$ 154,592.00
Target Price	\$ 4,019,396.00
Ceiling Price ( 104.0% of Total Target Cost)	\$ 4,019,396.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

3003 Supply and/or fuels services to support emergency requirements, mission requirements, or exercises during other than normal duty hours, on weekends, and on holidays as outlined in Section C-1, paragraphs 1.6.1.1 and 1.6.1.2

3003aa Services as outlined in item 3003 above in support of the 80th Flying Training Wing mission.

NOT TO EXCEED \$ 25,000.00

3003ab Services as outlined in item 3003 above in support of the 82d Training Wing Mission.

NOT TO EXCEED \$ 15,000.00

3004 Cost applicable to contract but not applicable to Profit or Ceiling Price Percentage.

3004aa Reimbursement for approved attendance at conferences, workshops, meetings  
and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

3004ab Reimbursement for facilities upkeep and minor maintenance  
projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1  
(Self Help).

NOT TO EXCEED \$ 25,000.00

| **TOTAL OPTION YEAR THREE PRICE** \$ 4,089,396.00



PART I  
SECTION B  
SUPPLIES/SERVICES AND PRICE/COSTS  
SUPPLIES AND SERVICES TO BE FURNISHED

OPTION YEAR FOUR – 1 OCTOBER 2001 – 30 SEPTEMBER 2002

ITEM

- 4001 The contractor shall furnish and supply to the Government management, personnel and Services to operate the Standard Base Supply System to include ground fuels distribution operations and operation of the military service station at Sheppard AFB Texas as set forth in the Performance Work Statement, Section C.

Target Cost	\$ 2,934,734.00
Target Profit ( 4.0% of Target Cost)	\$ 117,389.00
Target Price	\$ 3,052,123.00

- 4002 The contractor shall furnish and supply to the Government management, personnel and services to provide Aviation Fuel Support, Sheppard AFB TX as set forth in the PWS.

Target Cost	\$ 938,593.00
Target Profit ( 4.0% of Target Cost)	\$ 37,544.00
Target Price	\$ 976,137.00

Total Target Cost, Profit and Price are calculated by adding Target Cost, Profit and Price from all line items above.

Target Cost	\$ 3,873,327.00
Target Profit	\$ 154,933.00
Target Price	\$ 4,028,260.00
Ceiling Price ( 104.0% of Total Target Cost)	\$ 4,028,260.00

Sharing Formula	Government/Contractor
Over Target (%)	0% / 100%
Under Target (%)	70% / 30%

- 4003 Supply and/or fuels services to support emergency requirements, mission requirements, or exercises during other than normal duty hours, on weekends, and on holidays as outlined in Section C-1, paragraphs 1.6.1.1 and 1.6.1.2

- 4003aa Services as outlined in item 4003 above in support of the 80th Flying Training Wing mission.

NOT TO EXCEED \$ 25,000.00

- 4003ab Services as outlined in item 4003 above in support of the 82d Training Wing Mission.

NOT TO EXCEED \$ 15,000.00

- 4004 Cost applicable to contract but not applicable to Profit or Ceiling Price Percentage.

4004aa Reimbursement for approved attendance at conferences, workshops, meetings  
and training as outlined in Section C, paragraphs 5.13.1.1 and 1.2.4.

NOT TO EXCEED \$ 5,000.00

4004ab Reimbursement for facilities upkeep and minor maintenance  
projects as described in Section C, paragraphs 4.1.4 and 4.1.4.11.1  
(Self Help).

NOT TO EXCEED \$ 25,000.00

**TOTAL OPTION YEAR FOUR PRICE** \$ 4,098,260.00

1.2.2.15 Deviations to Required Experience Levels. The maximum percentage of personnel who may be trainees is limited to 10% of all section workers. This requirement may be waived at the discretion of the FAC. Personnel who do not meet the required experience level shall be entered into a mandatory training program. These individuals shall demonstrate the ability to perform the task with no safety violations and in accordance with applicable technical requirements at the end of the training program.

1.2.2.16 Contractor employees shall be subject to toxicological testing as a result of an AFI 91-204 investigation, when an individual's actions or inactions are suspected as factors in a mishap sequence. The CO may identify the employees to be tested and the substances for which those employees must be tested. The contractor shall accomplish the specified testing using a certified (i.e., approved by the Government) medical toxicological testing facility. Results of the test(s) shall be provided to the Government solely for the purpose of completing an investigation IAW AFI 91-204.

1.2.2.17 Strike Plan. The contractor shall formulate and submit a written work force strike plan not later than the pre-performance conference for review and acceptance.

1.2.2.18 All personnel operating government vehicles must meet the requirements of AFI 24-301 and AFMAN 24-309. In addition, drivers must possess a valid commercial driver's license (CDL) recognized by the state of Texas to operate those vehicles which require a CDL when used in the performance of this contract on federal, state, and local highway systems. This licensing requirement is the responsibility of the contractor and will be done at no cost to the Government.

1.2.2.19 All contractor personnel who operate Government owned vehicles (GOVs) or authorized private owned vehicles (POVs) on the flight line shall be properly licensed, certified, and authorized IAW AFI 13-213, AFI 24-301, AETCI 21-103, and other applicable directives.

1.2.2.20 Traffic Laws. The contractor and its employees shall comply with base traffic regulations and all personnel operating personally owned vehicles on Sheppard Air Force Base must have a valid state driver's license.

1.2.2.21 Contractor personnel who operate motorcycles or mopeds on Sheppard AFB must wear safety equipment as specified in AFI 91-207.

1.2.2.22 Personally owned vehicles used on Sheppard Air Force Base must be registered with the Security Police within 48 hours of entry onto the Base.

1.2.2.23 Smoking Policy. The contractor and its employees shall comply with the Air Force smoking policy as described in AFI 40-102 and as implemented in Sheppard AFB policy letters.

**1.2.3 Security Requirements.** Contractor employees shall possess necessary clearances by the first day of contract performance. New employees must have clearance (where required) before starting work.

1.2.3.1. Visitor Group Security Agreement (VGSA). The contractor shall enter into a long term visitor group security agreement if contract performance is on base. This agreement shall outline how the contractor integrates security requirements for contract operations with the Air Force to ensure effective and economical operation on the installation.

1.2.3.1.1 Security support provided by the Air Force to the contractor shall include storage containers for classified information/material, use of base destruction facilities, classified reproduction facilities, use of base classified mail services, security badging, base visitor control, investigation of security violations, base traffic regulations and the use of security forms and conducting program reviews required by DoD 5220.22-R, *Industrial Security Regulation*, Air Force Policy Directive 31-6, *Industrial Security*, and Air Force Instruction 31-601, *Industrial Security Program Management*.

1.2.3.1.2 Security support requiring joint Air Force and contractor coordination includes packaging classified information, mailing and receiving classified materials, implementing emergency procedures for protection of classified information, security checks and internal security controls for protection of classified material and high value pilferable property.

1.2.3.2. Clearance Requirements. The contractor must possess or obtain a secret facility security clearance prior to performing work on a classified government contract. If the contractor does not possess a facility clearance the government will request one. The government assumes costs and conducts security investigations for Top Secret, Secret and Confidential security clearances. The contractor shall request security clearances for personnel requiring access to classified information within 15 days after receiving a facility clearance or, if the contractor is already cleared, within 15 days after contract award. Due to costs involved with security investigations, requests for contractor security clearances shall be kept to an absolute minimum necessary to perform contract requirements. The contractor shall notify the Security Forces Squadron 30 days before on base performance of the contract. The notification shall include:

1.2.3.2.1 Name, address, and telephone number of company representatives.

1.2.3.2.2 The contract number and contracting agency.

1.2.3.2.3 The highest level of classified information contractor employees require access to.

1.2.3.2.4 The location(s) of contract performance and future performance, if known.

1.2.3.2.5 The date contract performance begins.

1.2.3.2.6 Any change to information previously provided under this paragraph.

1.2.3.3. Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance, are obtained for employees and non government owned vehicles.

1.2.3.3.1 DD Form 1172, *Application for Uniformed Services Identification Card*, (AFI 36-3001 and AETCR 30-1).

1.2.3.3.2 AETC Form 58, *Civilian Identification Card* (AETCR 30-1).

1.2.3.3.3 AF Form 2219 (series), *Registered Vehicle Expiration Tab*.

1.2.3.3.4 DD Form 2220, *DoD Registered Vehicle and Installation Tab*.

1.2.3.3.5 AF Form 1199, *USAF Restricted Area Badge*, or a locally developed badge.

1.2.3.3.6 AF Form 75, *Visitor/Vehicle Pass*.

1.2.3.4. Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle decals from employees who depart for any reason before the contract expires; e.g. terminated for cause, retirement, etc.

1.2.3.5. Listing of Employees. The contractor shall maintain a current listing of employees. The list shall include employee's name, social security number and level of security clearance. The list shall be validated and signed by the company *Facility Security Officer* (FSO) and provided to the contracting officer and Security Forces Squadron prior to the contract start date. Updated listings shall be provided when an employee's status or information changes.

1.2.3.6. Security Manager Appointment. The contractor shall appoint a security manager for the on base long term visitor group. The security manager may be a full time position or an additional duty position. The security manager shall provide employees with training required by DoD 5200.1-R, *Information Security Program Regulation*, Chapter 10, AFPD 31-4, *Information Security*, and AFI 31-401, *Information Security Program Management*. The contractor shall provide initial and follow-on training to contractor personnel who work in Air Force controlled/restricted areas. Air Force controlled areas are explained in AFI 31-209, *The Air Force Resource Protection Program*, and Air Force restricted areas are explained in AFI 31-101V1, *The Physical Security Program*.

1.2.3.7. Additional Security Requirements. In accordance with DoD 5200.1-R and AFI 31-401, the contractor shall comply with Air Force Systems Security Instruction (AFSSI) requirements such as: *Communications Security* (COMSEC), *COMPUSEC for Operational Systems*, *Security Awareness, Training, and Education* (SATE) Program, *Emanations Security* (TEMPEST), and AFI 10-1101, *Operations Security (OPSEC) Instructions*.

1.2.3.8. Freedom Of Information Act Program (FOIA). The contractor shall comply with AFI 37-131, *Freedom Of Information Act Program (FOIA)*, requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding *For Official Use Only (FOUO)* material.

1.2.3.9. Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment.

1.2.3.10 Personnel Security. Contractor personnel requiring unescorted entry to restricted or other sensitive areas designated by the installation commander, shall comply with the requirements of AFI 31-101V1, *The Physical Security Program* and AFI 31-501, *Personnel Security Program Management*.

1.2.3.11 The Security Forces Squadron processes National Agency Checks (NAC) for contractor employees who require access to restricted areas or have access to sensitive information/equipment. The government conducts and assumes cost of conducting personnel security investigations for security clearances. The contractor will request a waiver through the servicing police organization to process employees for an NAC that require access to restricted areas and who do not already have an investigation. For on base cleared facilities, contractors shall comply with the National Industrial Security Program Operating Manual (NISPOM) controlled area requirements. The SSPO shall approve the establishment, construction and modification of all contractor designated controlled areas before they may be used for the storage of classified materials.

1.2.3.12 In accordance with DoD 5200.1-R and AFI 31-401, the contractor shall comply with requirements identified in AFI 33-204, Command, Control, Communications and Computer (C4) Systems Security.

#### 1.2.4 Employee Training.

1.2.4.1 The contractor shall ensure employees receive the mandatory formal training listed below.

Course Name	Course Number	Course Length	Requirement
Fuels Quality Control Technician	J3AZR2F051-001	3 weeks	At least one fuels laboratory specialist IAW AFI 23-201
Fuels Accounting	J3AZR2F051-002	2 weeks 4 days	At least one fuels accountant IAW AFI 23-201
Supply Systems Analyst Apprentice	L3ALR2S032-004	9 weeks 3 days	Two systems operators

1.2.4.1.1 Formal training shall be provided at Air Education and Training Command Technical Training Courses. Quotas in Government training courses will be made available when justified by the contractor and the need is validated by the Government in accordance with AFCAT 36-2223. Each authorization shall be established by work request. Government quarters, dining facilities, and transportation shall be utilized. Statement of non-availability as issued by the Government shall be required. There will be no charge for the training course unless an individual is disenrolled or fails to pass, in which case the contractor will pay the cost of the course. All other costs, such as transportation, TDY, etc., shall be reimbursable. Reimbursement rates shall be the same as those applicable to Government Civil Service employees (JTR, Volume II). The employee's salary while in training status shall be at contractor's expense.

1.2.4.1.2 Requests to attend mandatory formal training courses will be submitted to MAJCOM/LGS, through the FAC/QAE and Contracting Officer not later than 30 days after contract start date. Requests to attend optional formal courses will be submitted to the contracting officer according to AFCAT 36-2223.

1.2.4.2 The contractor shall ensure employees receive the mandatory informal training listed below.

Course Name	Requirement
Files and Documentation Managers (FADM)	All FADM(s)
Real Property Facility Manager	All Facility Managers
Cardiopulmonary Resuscitation (CPR)	At least two individuals in each fuels work center excluding accountants and administration personnel.
Customer Account Representative (General)	Individuals maintaining technical orders and publications.
Customer Account Representative (Advanced)	Individuals maintaining technical orders.
Fire Extinguisher Training	All individuals engaged in operations that have fire hazards, or who might have to use a portable extinguisher in their particular work area.
Traffic Safety Training	For base and flightline drivers.
Base Level Supply Customer Training	
- Block IA General Introduction	New hires in supply functions who have no previous Air Force supply experience.

- Block IB Supply Representative	Primary and alternate supply representatives.
- Block III Equipment Management	Primary and alternate equipment custodians.
Freight In-checker Training	Persons performing Freight In-checker duty (Training provided by Transportation)

1.2.4.2.1 Informal training will be provided by the host base. Requests to attend training courses shall be submitted to the appropriate base agency through the FAC/QAE and Contracting Officer not later than 30 days after the contract start date unless mandatory completion dates dictate otherwise.

1.2.4.2.2 The Government shall provide AFMAN 23-110, Vol II, Part 13 training to supply customers and the incoming contractor's designated trainer during the period of transition. After transfer of accountability, the contractor shall be responsible for all training identified in Section C-5 of the performance work statement.

1.2.4.3 Additional Training.

1.2.4.3.1 Contractor employees may attend or be required to attend other training courses during the life of this contract that would be of benefit to the government. The applicable government representative shall notify the contractor of additional training requirements and availability of courses. There will be no charge for these formal or informal training courses. Associated training costs for subsequent formal and informal training courses will be reimbursed as specified in paragraph 1.2.4.1.1 when attendance is required at locations other than the host base. The employee's salary while in training status shall be at the contractor's expense. The contractor must pay to train additional employees in case of dismissals, terminating employment, and/or promotions.

1.2.4.3.2 The Government will provide technical training to contractor personnel for new equipment requirements or technologies not addressed in this PWS, as determined by the FAC and CO. This training will be provided only to an initial cadre of contractor personnel requiring specialized formal training, not to exceed 25 percent of the target population. Request for such training shall be submitted by the contractor through the FAC to the CO a minimum of 90 days prior to desired training date and IAW AFCAT 36-2223. The contractor will be responsible for all costs associated with the training.

1.2.4.3.3 Contractor employees are eligible to enroll in Air Force extension courses or in-residence training courses when it is determined to be of direct benefit to the Government as recommended by the FAC and approved by the CO.

1.2.4.4 Time requirement for completion of mandatory training. Contractor employees must complete all mandatory training within 90 days of employment. If training cannot be accomplished within 90 days, the contractor must request a waiver from the FAC.



### 1.3 QUALITY CONTROL.

1.3.1 In compliance with the contract clause entitled "Inspection of Services" (included in Section E of this contract, FAR 52.246-4, Inspection of Services--Fixed-Price), the contractor shall provide a Quality Control Plan that contains, as a minimum, the items listed in 1.3.2 to the contracting officer for acceptance not later than the pre-performance conference. The contracting officer will notify the contractor of acceptance or required modifications to the plan before the contract start date. The contractor shall make appropriate modifications and obtain acceptance of the plan by the contracting officer before the contract start date.

1.3.2 The plan shall include:

1.3.2.1 A description of the inspection system to cover all services listed on the Performance Requirements Summary (PRS). Description shall include specifics as to the areas to be inspected on both a scheduled or unscheduled basis, frequency of inspections, and the title and organizational placement of the inspectors. Additionally, control procedures for any government provided keys or lock combinations shall be included.

1.3.2.2 A description of the methods to be used for identifying and preventing defects in the quality of service performed.

1.3.2.3 A description of the records to be kept to document inspections and corrective or preventive actions taken.

1.3.3 The records of inspections shall be kept and made available to the government throughout the contract performance period and for the period after contract completion until final settlement of any claims under this contract.

**1.4 QUALITY ASSURANCE.** According to the Inspection of Services clause (included in Section E of this contract, FAR 52.246-4, Inspection of Services--Fixed-Price), the Government will evaluate the contractor's performance under this contract. For those tasks listed on the PRS (Technical Exhibit 1), the quality assurance evaluator (QAE) or evaluators will follow the methods of surveillance specified in this contract. Government personnel will record all surveillance observations. When an observation indicates defective performance, the Quality Assurance Evaluator (QAE) will require the contract manager or representative at the site to initial the observation. The initialing of the observation does not constitute concurrence with the observation, only acknowledgment that he or she has been made aware of the defective performance. Government surveillance of tasks not listed in the PRS or by methods other than those listed in the PRS (such as provided for by the Inspection of Services clause) may occur during the performance period of this contract. Such surveillance will be done according to standard inspection procedures or other contract provisions. Any action taken by the contracting officer as a result of surveillance will be according to the terms of this contract.

**1.4.1 Performance Evaluation Meetings.** The contracting officer may require the contract manager to meet with the contracting officer, contract administrator, QAE, and other government personnel as deemed necessary. The contractor may request a meeting with the contracting officer when he or she believes such a meeting is necessary. Written minutes of any such meetings shall be recorded in the contract and signed by the contract manager and the contracting officer or contract administrator. If the contractor does not concur with any portion of the minutes, such nonconcurrence shall be provided in writing to the contracting officer within 10 calendar days following receipt of the minutes.

**1.5 PHYSICAL SECURITY.** The contractor shall be responsible for safeguarding all government property provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured. The contractor shall notify the FAC or the Chief QAE within one hour of the first duty day following a security violation.

1.5.1 Key Control. The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any key issued by the government.

1.5.1.1 The contractor shall immediately report to the QAE or contracting officer any occurrences of lost or duplicated keys.

1.5.1.2 In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the contracting officer, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform rekeying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

1.5.1.3 The contractor shall prohibit the use of keys issued by the government by any persons other than the contractor's employees and the opening of locked areas by contractor employees to permit entrance of persons other than contractor employees engaged in the performance of contract work requirements in those areas.

1.5.2 Lock Combinations. The contractor shall control access to all government provided lock combinations to preclude unauthorized entry. The contractor shall establish procedures in local OIs ensuring lock combinations are not revealed to unauthorized persons and ensure the procedures are implemented. The contractor is not authorized to record lock combinations without written approval from the FAC. Authorized written combinations to containers or Secure Storage Rooms (SSR) that store classified information/material shall be marked and stored at the same classification level as the information/material stored within the safe or SSR.

1.5.3. Internal Operating Instructions. The contractor shall develop, NLT 30 days after contract start date, an *operating instruction* (OI) for internal circulation control, protection of resources and to regulate entry into Air Force controlled areas during normal, simulated and actual emergency operations. The OI shall be written in accordance with AFI 31-209, the local base Resource Protection Plan (SAFB Plan 31-209), and AFI 31-210, *The USAF Anti Terrorism Program* and coordinated through the Security Forces Squadron.

1.5.4. Entry Procedures to Controlled/Restricted Areas. The contractor shall implement local base procedures for entry to Air Force controlled/restricted areas where contractor personnel will work.

1.6.1.1 The contractor shall provide on-call stand-by personnel to provide emergency supply and/or fuels services to support emergency requirements during other than normal duty hours, on weekends, and on holidays. Stand-by personnel shall respond within thirty minutes of notification by the Command Post or FAC/QAE. A not-to-exceed sum is reserved for this service. Reimbursement will be for actual costs incurred, excluding profit. Such costs, with supporting documentation (to include payroll information), shall be submitted to the Contracting Officer for approval. These costs shall be billed separately and are subject to audit by the cognizant audit agency.

1.6.1.2 At the direction of the contracting officer, the contractor shall provide supply and/or fuels services to support mission requirements or exercises during other than normal duty hours, on weekends, and on holidays. A not-to-exceed sum is reserved for these services. Reimbursement will be for actual costs incurred, excluding profit. Such costs, with supporting documentation (to include payroll information), shall be submitted to the Contracting Officer for approval. These costs shall be billed separately and are subject to audit by the cognizant audit agency.

1.6.1.3 Holidays. Except for work designated as Holiday hours or standby in paragraph 1.6.1 above, or work categorized as emergency, the contractor is not required to provide services on the following federal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Any of the above holidays falling on a Saturday or Sunday shall be observed on the date designated by the Federal Government.

1.6.2.5.4 SAFB Contaminated and Used Petroleum Management Plan. Tasking: provide the Base Environmental Coordinator a computer product identifying hazardous materials which have been purchased by base organizations as required. Account for recovered petroleum products IAW AFMAN 23-110, Vol I, Part Three, Chapter 1 and AFI 23-502.

1.6.2.5.4.1 Ensure tanks and drums are monitored as required. Complete an analysis of fuel prior to returning it to storage. Ensure fuels personnel are knowledgeable of this plan.

1.6.2.6 Emergency situations as identified in this paragraph and subparagraphs, may necessitate the contractor to provide increased or reduced support when directed by the contracting officer or designated representative(s). The contractor shall respond to the approximate number and type situation described below. The contracting officer will verbally advise the contractor of the effort required and follow-up as soon as possible with a written change to the contract. These efforts shall be subject to a negotiated equitable adjustment.

1.6.2.6.1 SAFB Plan 55-2, Civil Disturbance. Tasking: Establish a supply account for issue of materials to civil disturbances control forces. Take action on requests for loan of military equipment.

1.6.2.6.2 SAFB Plan 401, Emergency Suspension or Curtailment of Training at Military or Technical Training Center. Tasking: Determine clothing and equipment available for transfer to SAFB from other Air Education and Training Command resources. Take action if SAFB is the losing base to transfer identified items to receiving base(s) by the most expeditious means.

1.6.2.6.2.1 Requisition required items which are not available from within AETC resources.

1.6.2.6.3 SAFB Plan 705, Oil Spill Prevention, Control Countermeasures Plan. Tasking: Ensure ready availability of materials required for control and clean up of oil spill. Materials will be provided by the government.

1.10.9 Establish an industrial hygiene program consistent with OSHA requirements as specified in 29 CFR part 1910. The contractor shall enforce the use of required personal protective equipment, hearing protection, safety glasses/shields, protective aprons, gloves and reflective belts/vest etc., and coordinate with Bio-Environmental Engineering for the collection of appropriate air and noise dosimeter samples.

1.10.10 Obtain and maintain copies of Material Safety Data Sheets (MSDS) IAW 29 CFR part 1900. If the contractor is unable to obtain an MSDS on procured chemicals, solvents, cleaning compounds, the contractor may request assistance from the medical service through the CO. For local purchased chemicals, the contractor shall provide a copy of the MSDS to the USAF Medical Service and Civil Engineering Environmental Planning Branch.

**1.11 EXISTING WORK BACKLOG AT CONTRACT START DATE.** Work requirements and work in progress at contract start date shall be the responsibility of the contractor to complete.

**1.12 GOVERNMENT PERFORMANCE OF SERVICE DURING LABOR STRIKES.**

Because the services called for under this contract are of critical importance to the Air Force, the Government reserves the right to take over performance of this contract in the event of a labor strike by the contractor's employees. In such event, the services will be performed exclusively by Air Force employees and not a mix of Air Force and non-striking contractor employees. Under such circumstances and at the direction of the contracting officer, the contractor agrees to remove its non-striking work force from the performance site and not to interfere in any way with Government performance. The contractor further agrees under such circumstances to permit the Government to use any essential contractor-furnished property. The Government will equitably compensate the contractor for use of such property.



**1.13 DISASTER PREPAREDNESS.** The contractor shall support the Disaster Preparedness program as outlined in AFI 32-4001. The contractor shall designate in writing to the FAC, an individual to act as a disaster preparedness representative. The government shall provide designated shelter space for contractor employees.

### **3.1.2 Government Furnished Equipment.**

3.1.2.1 The Government shall provide the contractor equipment and Automated Data Processing Equipment (ADPE) as listed in Technical Exhibit 5b (Part One - Equipment, and Part Two - ADPE).

3.1.2.1.1 Equipment/ADPE Inventory. An inventory of government-furnished equipment and ADPE must be accomplished not later than 5 calendar days before the start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a Government representative shall conduct a joint inventory of all Government furnished equipment and ADPE. The contractor shall sign a receipt for all equipment and ADPE provided by the Government. Items of equipment and ADPE missing or not in working order shall be recorded and the contracting officer notified in writing. The contractor and the government representative shall jointly determine the working order and condition of all equipment and ADPE and document their findings in the inventory. In the event of disagreement between the contractor and the government representative on the working order and condition of equipment and ADPE, the disagreement shall be treated as a dispute under the contract clause entitled "Disputes."

3.1.2.1.2 Equipment and ADPE Accountability. The contractor shall be liable for the loss or damage to government furnished equipment and ADPE beyond fair wear and tear in accordance with the clause of the contract, "Government- Furnished Property." Compensation shall be effected either by reduced amounts owed to the contractor or by direct payment by the contractor, the method to be determined by the contracting officer. In the case of damaged property, the amount of compensation due the Government by the contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value. In the case of items lost or damaged beyond economical repair, the amount of the contractor's liability shall be the depreciated replacement value of the item to be determined by the contracting officer. Any failure of the contractor to agree with such determination shall be treated as a dispute pursuant to the clause of this contract entitled "Disputes."

3.1.2.1.2.1 The contractor shall designate a custodian and alternate to receipt and account for government furnished equipment controlled as Equipment Authorization Inventory Data (EAID), under the provisions of AFMAN 23-110, Vol II, Part Two, Chapter 22.

3.1.2.1.2.2 The contractor shall designate a custodian and alternate to receipt and account for government furnished ADPE controlled under the Information Processing Management System (IPMS), under the provisions of AFI 33-112, Chapter 11.

3.1.2.1.2.3 The Government shall provide custodians and their alternates initial Equipment and/or ADPE custodian training.

3.1.2.1.3 Obtaining Additional or Replacement Equipment or ADPE. The contract manager shall submit written or e-mail requests for additional or replacement equipment or ADPE to the QAE. Upon approval of the request by the FAC or Chief QAE, the contractor's designated custodian or alternate will obtain the equipment or ADPE by placing an order through the Standard Base Supply System (SBSS) or Information Processing Management System (IPMS). Operating funds provided by the government will be used to purchase Equipment and ADPE. Government provided International Merchant Purchase Authorization Cards (IMPAC) may also be used to purchase certain types of equipment and ADPE.

3.1.2.1.4 Turn-in of Equipment or ADPE. When an item of equipment or ADPE is replaced or no longer required, the equipment or ADPE custodian will accomplish a turn-in of the item through the SBSS or IPMS. A copy of the turn-in documentation will be forwarded to the QAE.

### 3.1.2.2 RESERVED

3.1.2.3 Vehicles. The Government will furnish vehicles and vehicular equipment, hereafter referred to as vehicles, as set forth in Technical Exhibit 13. All such vehicles will be managed under USAF Vehicle Management System and will be painted and marked in accordance with AFI 24-301/AFMAN 24-309. All USAF-owned contractor operated vehicles will constitute a portion of the vehicle inventory of the applicable major command and will be reported under the appropriate allowance standards. The contractor shall provide vehicle management for all assigned government owned refuelers. A lesson plan for the fuels servicing units will be provided by the government to the contractor to be used for training its operators IAW AFMAN 24-309, AFI 24-301, and AFMAN 24-306.

3.1.2.3.1 Obtaining Additional or Replacement Vehicles. The contractor shall submit requests for additional or replacement government furnished vehicles under the Registered Equipment Management (REM) System according to AFMAN 23-110, Vol II, Part Two, Chapter 22, Section I, and AFMAN 24-309, AFI 24-301, and AFMAN 24-306. The contractor shall submit such request to the Sheppard AFB Vehicle Operations Officer through the FAC, Contracting Officer, and the Vehicle Management Officer.

3.1.2.3.2 Vehicle Maintenance. The government shall provide maintenance for government furnished vehicles. Maintenance of vehicles is requested on AF Form 1800 (general purpose vehicles), AF Form 1806 (forklifts), AF Form 1807 (fuel servicing vehicles), or letter. Routine operator maintenance will be performed by the contractor.

3.1.2.4 Equipment Leased by the Government. The Government will maintain and repair equipment leased/rented by the Government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the Government for 100 percent of all expenses incurred. The provisions of the Government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractor's inspection upon request to the contracting officer. Equipment leased by the Government which will be provided to the contractor is listed in Technical Exhibit 5c.

### **3.1.3 Government-Furnished Materiels:**

3.1.3.1 Government-Furnished Supplies. The government will provide supplies of the types listed in Technical Exhibit 5e for performance of services by the contractor for the duration of the performance period of this contract. The contractor shall be responsible for keeping enough supplies on hand for the performance of the contract according to its terms. The contract manager shall submit written or e-mail requests for additional supplies to the QAE at least 10 calendar days before the required delivery date. Under normal circumstances, requests should not be for more than a 30 day supply. Upon approval of the request by the FAC or Chief QAE, the contractor shall obtain supplies by placing a demand through the Standard Base Supply System, processing an AF Form 9 directly through Base Contracting, or through the use of a government provided International Merchant Purchase Authorization Card (IMPAC). Operating funds provided by the government will be used to purchase supplies. At the conclusion of the contract period, the contractor shall return all residual inventory to the government.

3.1.3.2 Government-Furnished Office Furniture. The government will provide office furniture of the types listed in Technical Exhibit 5e for performance of services by the contractor for the duration of the performance period of this contract. The contract manager shall submit written or e-mail requests for additional furniture to the QAE at least 30 calendar days before the required delivery date. Upon approval of the request by the FAC or Chief QAE, the contractor shall obtain office furniture by placing a demand through the Standard Base Supply System, processing an AF Form 9 directly through Base Contracting, or through the use of a government provided International Merchant Purchase Authorization Card (IMPAC). Operating funds provided by the government will be used to purchase office furniture. At the conclusion of the contract period, the contractor shall return all office furniture to the government.

3.1.3.3 Government Furnished Fuel and Oil. Fuel and oil to perform work listed herein will be provided by the government to the contractor for use in "government furnished" equipment only. Fuel and oil used by the contractor shall be expensed against operating funds provided by the government for that purpose. The contractor shall control such expenditures and comply with applicable energy consumption goals.

### **3.2 GOVERNMENT FURNISHED SERVICES:**

**3.2.1 Government-Furnished Utilities.** Gas, electricity, water, and sewage are furnished by the government. The contractor will use government furnished utilities in a prudent manner.

**3.2.2 Telephone Services.** The contractor shall be provided on-base, local area, and long distance telephone service, and shall be authorized Defense Switched Network (DSN) lines as mission requirements dictate. Use of local area, long distance, and DSN lines will be authorized for off-base and long distance telephone calls required in the performance of the contract. Each long distance call shall be documented on AF Form 1072, "Authorized Long Distance Calls". Completed AF Form 1072 will be submitted to the Functional Area Chief/Telephone Control Officer (TCO) monthly for reconciliation with telephone bill. Contractor must be able to justify each long distance call. The government will be reimbursed the cost of the call plus appropriate tax for any call determined not to be required for contract performance. Requests for telephone support/services submitted on AF Form 3215 to the Commercial Communications Office, 82 CS/SCXH.

**3.2.3 Installation Distribution.** Postal service for mailing letters, documents, etc., that are required for operation of base supply will be paid for by the government. Internal distribution is available through the Base Information Transfer System. A pick-up and delivery point is established in Bldg 2113.

**3.2.4 Custodial Service.** Janitorial service shall be provided for the facilities listed in Technical Exhibit 5a to the extent provided by the custodial contract for Sheppard AFB. A copy of the current custodial contract is available at the Base Contracts Office. The contractor has cleaning responsibilities for all other areas not covered by the custodial contract.

**3.2.5 Refuse Collection.** Refuse collection is provided through the use of dumpsters located within walking distance of all work areas.

**3.2.6 Insect and Rodent Control.** Required service is provided by the Base Civil Engineer by calling the service desk.

**3.2.7 Grounds Maintenance.** Is provided by the CE Grounds Maintenance Contractor.

**3.2.8 Security and Fire Protection.** Provided by the base Security Forces Squadron and the Fire Department. Phone Numbers:

- Fire Department, Ext. 911
- Security Police, Ext. 911, or 6-2981 for desk sergeant.

**3.2.9 Equipment Maintenance.** The government shall provide maintenance for government furnished equipment and ADPE. Maintenance of ADPE is requested through the 82d Comm

Sq/SCMC. Maintenance problems with Wang terminals or printers provided by Civil Engineering for use in the CEMAS store shall be reported to C.E. System Administrator.

**3.2.10 Transportation.** Base Taxi Service may be used in the performance of official business specified in the contract.

**3.2.11 Facilities Maintenance.** The Government will provide real property maintenance for government facilities IAW AFI 32-8004. The building custodian requests emergency assistance by calling the CE Service Desk, and routine maintenance by completing AF Form 332, and sending the form to CE.

**3.2.12 Precision Measurement Equipment Laboratory (PMEL).** Support of Fuels Laboratory and LOX/LIN Storage Tanks. Government furnished maintenance of fuel laboratory equipment and LOX/LIN storage tanks will be limited to existing PMEL support.

**3.2.13 Emergency Medical Service.** The Government will provide emergency medical treatment and emergency patient transportation service for contractor personnel. The contractor shall reimburse the Government for the cost of medical treatment and patient transportation service at the current inpatient or outpatient treatment rate established by the servicing AF Medical Facility.

**3.2.14 Visual Information Services.** The government will provide graphic and photographic services to support the tasks outlined within the Standard Base Supply Contract. All requests must meet the requirements of AFI 33-117 and the Base Visual Information Services Contract. All AF Forms 833 shall be signed by an authorized government representative. The contractor must provide to the Base Visual Information manager annual graphics and photographic contract support requirements by quantity, size, and type; and quarterly revisions to ensure support.

**3.2.15 Printing and Duplicating Services.** The government will provide printing and duplicating service as required by the contractor to accomplish the tasks outlined within contract specifications. Services will be paid for with an IMPAC card provided by the government. The contractor shall comply with AFI 37-162, as supplemented. The contractor shall prepare and submit a DPS-DBO-Sheppard AFB 5604/1 when requesting services, through the FAC and Resource Advisor.

**3.2.16 Telecommunications Service.** The Telecommunications Center in Building 237 operates 24 hours per day, seven days a week and is available for use by the contractor for transmitting and receiving electrical record communications pertinent to the contract. The contractor shall be responsible for message delivery to the Telecommunications Center. All incoming messages and official correspondence will be received by, reviewed, and distributed as appropriate by the FAC/QAE.

**5.1 REQUIREMENTS.** The contractor shall:

**5.1.1** Process requests for, establish and validate adjusted stock levels IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section B; and Vol I, Part One, Chapter 12, Section F.

5.1.1.1 Forward all AF Forms 1996 to the Government accountable officer/FAC for approval/disapproval as required.

**5.1.2** Process and validate Initial Spares Support Lists (ISSL), MAJCOM Spares Support Lists (MSSL), and New Activation Spares Support Lists (NASSL) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Sections C and D; and Vol I, Part One, Chapter 12, Sections A, B, and C.

5.1.2.1 Appoint a base mission change manager/monitor to supervise the mission change program, IAW AFMAN 23-110, Vol II, Part Two, Chap 19, Section D.

**5.1.3** Report and process excess base redistributable material IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F; Chapter 15, Section E; and Vol I, Part One, Chapter 3, Section A.

5.1.3.1 Screen reported excesses and attempt redistribution between satellites and/or the host base as prescribed by the MAJCOM involved in the satellite agreement.

5.1.3.2 Review Serviceable Equipment in Stock Not In-Use Listing (R32) quarterly to obtain disposition or issue serviceable assets to satisfy valid base requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.1.3.3 Report "L" and "P" numbered items when no future requirement is expected due to the nature of the item, IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section E.

**5.1.4** Forecast requirements for special support items IAW AFMAN 23-110, Vol I, Part One, Chapters 10 and 11; and Vol I, Part Three, Chapter 6, Sections F, G, and H.

**5.1.5** Process requirements for bulk delivery/gaseous items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections B and J.

**5.1.6** Produce, file, update, and process Fund Requirement Inputs and Outputs (FRC) for stock and due-out requirements consistent with stock fund availability IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

**5.1.7** Justify and assign alpha character Stockage Priority Code (SPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.7.1 As a result of Maintenance's review of the Repair Cycle Data List (Q04), load exception repair cycle days to affected records quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A; Chapter 24, Section A; and Chapter 27, Section V.

5.1.8 Process Numeric Parts Preference Code (NPPC) management notices received from supply sources on unsuitable assets with limited application IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.9 RESERVED

5.1.10 Establish controls to ensure MAJCOM/HQ USAF approval is received prior to loading a C-Factor greater than 1 IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.1.11 Process the Air Force Recoverable Central Leveling System IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section E.

5.1.12 Obtain supply support for items managed by other services IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section H

5.1.13 Manage the transfer of weapons systems and equipment as a result of base closures IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section I.

5.1.14 Comply with major command special support procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section T.

5.1.15 Authorize, requisition, control, and transfer small arms IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AC.



**5.2 REQUISITION AND FOLLOW UP.** The contractor shall:

**5.2.1** Process requisitions for requirements when on-base stocks are not adequate to meet demands IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections A and J.

5.2.1.1 Requisition Chemical Warfare Defense Equipment (CWDE) items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and special guidance provided by MAJCOM (reference item 5.10.2 of this PWS).

5.2.1.2. Requisition to satisfy initial or increased War Reserve Material (WRM) requirements for Supply Management Area Group (SMAG) managed items when provided approved stock fund ordering authority by the SMAG manager IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B; and Part 10, Chapter 1.

5.2.1.3 Requisition base procured investment equipment items (Budget Code Z) after approval by the Financial Management Board and receipt of 3080 funds from MAJCOM IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Part 10, Chapter 1.

5.2.1.4 Initiate lateral support requisitions for expedite requirements when necessary to meet customer demands. IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Chapter 17, Section A.

5.2.1.5 Prepare and process requisitions and associated documentation on local manufactured items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section B.

5.2.1.6 Requisition locally procured items under Base Contracting Automated System (BCAS) processing techniques.

5.2.1.6.1 Act as liaison between Supply and Base Contracting Office for processing requirements, status, adjustments, and rejects IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.1 Verify and coordinate with contracting to correct mismatches on the Local Purchase (LP) reconciliation listing. Annotate and file listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.1.2 Process the Demands Awaiting Item Description Listing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.6.2 Attend supply contracting meetings to resolve interface and support problems.

5.2.1.6.3 Obtain approval and process local purchase requirements for centrally managed items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A; and Vol I, Part One, Chapter 8, Section A.

5.2.1.6.4 Approve and process requisitions to satisfy emergency walk through requests for local purchase items IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.2.1.7 Challenge suspected Uniform Material Movement and Issue Priority System (UMMIPS), priority abuses IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

5.2.1.8 Process and validate the M-37 LP Open Item and MILSTRIP Research follow-up lists IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section I.

5.2.1.9 RESERVED

5.2.1.10 Process special requisitions with special requirements flag "R" IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

5.2.1.11 Establish controls and requisition assets from DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section A.

**5.2.2** Process Military Standard Requisitioning and Issue Procedures (MILSTRIP) status, off-line requests for status and/or follow-up action IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Sections D and F.

5.2.2.1 Initiate follow-up action on requisitions when status has not been received and when the estimated shipment date/availability date are not satisfactory to meet the mission requirement.

5.2.2.2 Develop follow-up procedures to obtain, receive, and load status updates on local manufacture requisitions consistent with priority of the requisition. Initiate follow-up upon receipt of management notice F458.

5.2.2.3 Perform supply assistance/supply difficulty non-automated follow-up IAW AFMAN 23-110, Vol II, Part Two Chapter 9, Section F; and Vol I, Part One, Chapter 1, Section E.

**5.2.3** Validate All Urgency of Need Designator (UND) A, B, and C due-outs including equipment and Civil Engineer requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 12, Section A.

**5.2.4** Process Material Obligation validation requests quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section M.

**5.2.5** Take all actions necessary to correct and reconcile status details included in the Military Standard Transportation and Movement Procedures (MILSTAMP) tracer reconciliation program IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section L.

**5.2.6** Establish controls for reporting Mission Capable (MICAP) start, stop, or change actions to support non-mission capable requirements to include receiving MICAP requests, reviewing, validating, verifying, requisitioning, analyzing requisitions, obtaining status update and reporting

5.3.1.6.1 Maintain a suspense file for emergency LP walk-throughs authorized customer pick-up. Review daily to ensure timely processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section J.

5.3.1.7 Control all vendor owned cylinders and containers by using an AF Form 1297 to customers and maintaining files of these forms. Update computer records to reflect receipt (1VR) or shipment (1VS) of vendor owned containers. IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section M; and Chapter 14, Section A.

5.3.1.8 Prepare, submit, and follow-up on Reports of Discrepancy (ROD) IAW AFR 400-54; and AFMAN 23-110, Vol II, Part Two, Chapter 9, Section O.

5.3.1.9 Segregate, safeguard and process material requiring special handling to include but not limited to, classified items, pilferable items, and electrostatic sensitive device/ electrostatic discharge (ESD) items and hazardous materials. Ensure Material Safety Data Sheet (MSDS) is received with each hazardous material.

**5.3.2** Receive, inspect and process material turn-ins IAW AFMAN 23-110, Vol II, Part Two, Chapter 13.

5.3.2.1 Pick-up DIFM items from on-base activities and deliver them to Supply for turn-in processing, within one workday.

5.3.2.2 Ensure that EAID items turned-in to supply are processed within 15 workdays IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.3.2.3 Pick-up consumable/expendable items upon request from on-base organizations, prepare documentation, and process them for turn-in IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section C.

**5.3.3** Pick-up property from DRMO, base postal facility, GSA service stores and other on or off-base activities as applicable and deliver it to Supply for receipt processing within one duty day.

**5.3.4** Prepare and attach historical warranty/guarantee, technical order compliance, and other applicable records to supplies and equipment being processed for issue/due-out release or to stock IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section I, and Chapter 10, Sections A and C.

**5.3.5** Prepare and process receipts for items requiring special handling or procedures IAW AFMAN 23-110, Vol II, Part Two, Chapter 10, Section C.

**5.4 STORE MATERIAL.** The contractor shall:

**5.4.1** Store, protect, control, and inspect supply and equipment items stored by Base Supply IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Sections A and B; AFJMAN 23-209; AFJMAN 23-210; and SAFBI 32-2001.

5.4.1.1 Identify and manage supply items requiring Time Change, Technical Order Compliance (TCTO) and functional check to ensure their serviceability and usability.

5.4.1.2 Perform a systematic surveillance inspection of all property in storage IAW AFMAN 23-110, Vol II, Part Two, Chapter 2.

5.4.1.2.1 Inspect, rotate, and request testing of shelf-life controlled items IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.2.2 Inspect property for serviceability, completeness, and identification IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.3 Validate zero balances on ISU, DOR, SHP, A5J or BSU documents. If stock remains, request a special inventory IAW AFMAN 23-110, Vol II, Part Two, Chap 14, Section A; and Chapter 20, Section C.

5.4.1.4 Assign Issue Exception Code (IEX) 8, 9, 7, and M, or health hazard flag, if determined by Bioenvironmental Engineer, for health hazard items stored IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

5.4.1.5 Identification stamps may be used in lieu of inspector's signature. Authorize and use supply inspector's identification stamps IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section F.

**5.4.2** Establish and operate specialized or segregated storage areas to ensure personnel comply with safety and security provisions IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section A; AFR 69-9; AFJMAN 23-210; and SAFBI 32-2001.

5.4.2.1 Flammable and Hazardous Storage Area.

5.4.2.2 Compressed Gas Storage Area.

5.4.2.3 Classified, Sensitive, and Pilferable Storage Area.

5.4.2.4 Communications-Computer Systems Project Material Storage Areas IAW AFMAN 23-110, Vol II, Part Two, Chapter 35.

5.4.2.5 Outside Storage Area.

5.4.2.6 The contractor shall: Operate the Civil Engineering Material Acquisitions System (CEMAS) Centralized Store IAW AFP 85-61.

5.4.2.6.1 Process issues from the CEMAS store to authorized customers.

5.4.2.6.2 Bin and store property in assigned warehouse locations.

5.4.2.6.3 Produce and attach bin labels to items stored in the warehouse.

5.4.2.6.4 Comply with documentation routing and filing procedures regarding CEMAS store operations.

5.4.2.6.5 Process materials returned to the CEMAS store.

5.4.2.6.6 Comply with Post-Post operational procedures.

5.4.2.6.7 Assist Civil Engineering in researching discrepancies between computer and on-hand balances.

5.4.2.7 Operate the Repairable Processing Center (RPC) IAW AFMAN 23-110, Vol II, Part Two, Chapter 24; and AETCI 21-101.

5.4.2.8 Weapons Storage Area. Necessary short term weapon storage will be provided by Security Police Armory.

5.4.2.9 Store Electrostatic Sensitive Devices/Electrostatic Discharge (ESD) Items IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section A.

5.4.3 Assign warehouse location when property is received with no warehouse location assigned, within three workdays.

5.4.4 Perform warehouse location validation IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section D.

5.4.5 Control and store reusable containers for property in Base Supply storage areas IAW AFMAN 23-110, Vol I, Part One, Chapter 10, Section W; and AFI 24-202.

5.4.6 Provide storage assistance or temporary holding space for hazardous material which has been transferred to DRMO pending physical disposition IAW AFMAN 23-110, Vol VI, Chapter 2.

5.4.7 Operate, manage, maintain and report Mechanized Material Handling System (MMHS) or mechanized storage equipment when installed IAW AFMAN 23-110, Vol VII, Part One.

**5.5 DISTRIBUTE AND ISSUE.** The contractor shall:

**5.5.1** Process all expedite and routine issue requests for supplies IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A.

5.5.1.1 Verify priority requests with Urgency Need Designator (UND) A and B by contacting the organizational representative prior to establishing due-outs IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section A. Due-outs shall be processed within 1 workday.

5.5.1.2 Process initial issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B, and Chapter 24, Section A.

5.5.1.2.1 Obtain required signatures upon delivery of property to Supply customers IAW AFMAN 23-110, Vol II, Part Two, Chapter 14 Section C.

5.5.1.3 Accept and process issue requests for items requiring special processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B.

**5.5.2** Process all requests for EAID equipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 22; and AFMAN 23-110, Vol IV, Part One.

5.5.2.1 Validate authorizations using allowance standards.

5.5.2.2 Ensure requests for items requiring coordination with other on-base activities have been reviewed and approved by those activities prior to processing IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.3 Establish controls to ensure all equipment action requests are annotated with date and time of receipt, logged in, and are processed or forwarded to higher level for approval IAW AFMAN 23-110, Vol II, Part Two, Chapter 22.

5.5.2.4 Verify that personnel are authorized to receipt for classified and EAID equipment items.

**5.5.3** Process all requests for non-EAID equipment items IAW AFMAN 23-110, Vol II, Part Two, Chapters 11 and 22; and AFMAN 23-110, Vol IV, Part One.

5.5.3.1 Validate authority for issue prior to processing EAID equipment and activity code "P" issue requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 11, Section B, Atch B-4.

5.5.3.2 Process requests for items under the Furniture Management Program IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section K.

**5.5.4** Establish and maintain supply points IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A.

5.5.4.1 Coordinate with maintenance to establish the location, range and depth of stockage, and concept of operation for required supply points.

5.5.4.2 Manage Quick Engine Change (QEC) kits IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section Q.

5.5.4.3 Maintain and operate aircraft and engine Forward Assets Support Training (FAST) operations IAW AFMAN 23-110, Vol II, Part Two, Chap 2, Sec G; Chap 24, Sec A; and AETCI 21-102.

5.5.4.3.1 Operate a Maintenance Supply Liaison (MSL) function to support the 80th Flying Training Wing (FTW) IAW AETC Supplement 1 to AFMAN 23-110, Vol II, Part Two, Chap 2, Section G, paragraph 2.63. Utilize AETCI 21-101 as required to perform the responsibilities outlined in the previous reference.

5.5.5 Operate the time change/TOC forecast function IAW AFMAN 23-110, Vol II, Part Two, Chap 24, Sec B and Chapter 14, Section B; AFM 67-1, Vol I, Part One, Chap 10, Section M; AETCI 21-101; and AFM 67-1, Vol I, Part One, Chap 4.

5.5.5.1 Establish suspense files upon initial receipt of requests.

5.5.5.2 Verify date needed with Maintenance prior to processing.

5.5.5.3 Store items upon receipt by end item serial number and notify Maintenance.

5.5.6 Operate the Time Change/Technical Order Compliance (TOC) forecast function IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section B and Chapter 14, Section B; AFMAN 23-110, Vol I, Part One, Chapter 4, Section A and Chapter 10, Section M; and AETCI 21-101.

5.5.6.1 Establish and maintain jacket files upon receipt of the request from Maintenance.

5.5.6.2 Order, receive, store, and issue TCTO kits.

5.5.6.3 Reconcile and provide status of TCTO kit requirements with Maintenance monthly.

5.5.7 Establish and maintain organizational bench stocks IAW AFMAN 23-110, Vol II, Part Two, Chap 25, Sec A.

5.5.7.1 Perform a weekly (or as requested by the customer) bench stock walk-through, inspection, inventory, and issue process.

5.5.8 Operate on-base outlets to receive, store, and issue individual equipment. Utilize the Automated Individual Equipment Unit (IEU) program to account for individual equipment IAW AFMAN 23-110, Vol II, Part Seven.

5.5.8.1 Control issue of items authorized by AFSC or duty, by Allowance Standard 016, or other governing directives, as specified by the commander or functional supervisor. Prepare forms and maintain files to account for personal retention clothing and items IAW AFMAN 23-110, Vol II, Part Seven; and Vol II, Part Two, Chapter 23, Sections B and C.

5.5.8.2 Process requirements for special sized or special measurement clothing IAW AFJI 23-211; AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C; and Vol IV, Part One, Chapters 21 and 25.

5.5.8.3 Validate aviation service/hazardous duty status code on AF Form 538 IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.4 Establish due-outs on items not in stock, notify customer that items are ready for pick-up upon receipt of due-out releases, and process a turn-in when the customer does not pick up property within prescribed time frames IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section B.

5.5.8.4.1 Provide Document Control with expected return date when individuals are on extended absence.

5.5.8.5 Prepare and process AF Form 1996 to provide adequate stock until sufficient demand data are compiled IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.6 Process and mark clothing apparel processed to DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.8.7 Maintain current CMAL file on clothing and textile items for operational requirements and dissemination of information to customer IAW AFMAN 23-110, Vol II, Part Two, Chapter 23, Section C.

5.5.9 Maintain and operate a sub-unit location to receive, store, and issue individual equipment items to support the ENJJPT Program.

5.5.10 Process issue and due-out release documents to include selecting and delivering supplies and equipment items to customers within the time frames specified below:

5.5.10.1 For the processing of issues, the total time elapsed, from the time the item is requested to the time delivered, will not exceed:

5.5.10.1.1 Delivery Priority 01: 30 minutes.

5.5.10.1.2 Delivery Priority 02: 30 minutes.

5.5.10.1.3 Delivery Priority 03: 1 hour.



5.6.1.9 Accomplish equipment transaction reporting IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section G.

**5.6.2** Inventory to identify and correct errors on all items for which Supply is accountable IAW AFMAN 23-110, Vol II, Part Two, Chapter 20.

5.6.2.1 Complete inventories shall be conducted for all categories of property.

5.6.2.2 Conduct special inventories for warehouse refusals and insufficient balances; in response to special inventory requests required by message, manual and other directives; upon requests of accountable officers; and upon assignment of a critical item code IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section C.

5.6.2.3 Provide technical assistance in the inventory of in-use equipment when requested in writing and justified by the organization commander/staff agency director IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section E.

5.6.2.4 Research discrepancies, obtain supporting documentation, and correct accountable records to provide auditable transaction histories IAW AFMAN 23-110, Vol II, Pt II, Chapter 20, Section A.

5.6.2.4.1 Categorize discrepancies and perform analyses to identify probable cause and take corrective action.

5.6.2.4.2 Research, prepare, and process reverse-post transactions IAW AFMAN 23-110, Vol II, Part Two, Chapter 16, Sections A and B.

5.6.2.4.2.1 Utilize the automated reverse-post system IAW AFMAN 23-110, Vol II, Part Two, Chapter 16, Section C.

5.6.2.4.3 Provide all causative research and supporting documentation to the Government Accountable Officer for approval.

5.6.2.5 Report upon discovery unresolved weapons and classified item discrepancies to the base Security Forces and the Supply Accountable Officer IAW AFMAN 23-110, Vol I, Part One, Chapter 6; and AFI 31-401.

5.6.2.6 Authenticate inventory adjustments by obtaining the required signatures of certifying and approving officials IAW AFMAN 23-110, Vol II, Part Two, Chapter 20, Section A.

5.6.2.6.1 After certification by contract manager, forward the M10, Consolidated Inventory Adjustment Register, to the Supply Accountable Officer for review and approval.

**5.6.3** Control auditable documents and report files to support accountability IAW AFMAN 23-110, Vol II, Part Two, Chapter 18; and AFI 37-138.

5.6.3.1 Update and annually reconcile weapon control files IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AA; and Vol I, Part One, Chapter 10, Section X.

5.6.3.2 Update and semiannually reconcile Communications Security (COMSEC) control files IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section AB.

5.6.3.3 Forward all certified record alteration documents (DIC = "FIX") to the Supply Accountable officer for approval within one duty day.

5.6.3.4 Identify, locate and process delinquent documents daily IAW their applicable delinquency criteria IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section A.

5.6.3.5 Maintain a listing of personnel authorized to receipt for classified items IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Section B.

5.6.3.5.1 Semiannually validate the classified authorization listing.

5.6.3.5.2 Update the classified authorization listing within 3 work days of receipt of change from a supported organization.

5.6.4 Control all unserviceable repair cycle items from generation to repair or disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A and Chap 13, Section D.

5.6.4.1 Monitor and report the location and status of repair cycle items issued or due-out to organizations using the DIFM listing.

5.6.4.1.1 Reconcile DIFM detail record balances with Maintenance.

5.6.4.2 Monitor processing of Turn Around (TRN) transactions by maintenance personnel through CAMS to ensure that demand data on the item and repair cycle records is updated when items are repaired within Maintenance without processing through Supply, IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section A.

5.6.5 Control and maintain all Material Deficiency Report (MDR) exhibits for supply and equipment items awaiting disposition IAW AFMAN 23-110, Vol II, Part Two, Chapter 13, Section A.

5.6.5.1 Process correspondence for requests of disposition for unserviceable assets and monitor unserviceable assets until response is received IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F.

5.6.6 Process supply and equipment items to be shipped to off-base locations for calibration, repair and return IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section R; Chapter 24, Section A; and Vol I, Part Two, Chapter 3.

**5.6.7** Correct reporting errors identified under the Daily Air Force Recoverable Assembly Management System (AFRAMS) IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section H.

**5.6.8** Manage, maintain documentation and process Special Purpose Recoverable Authorized Maintenance (SPRAM) assets IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section L.

**5.6.9** Report Serialized Control and Reporting System (SCARS) items IAW AFMAN 23-110, Vol I, Part One, Chapter 13.

**5.6.10** Code, monitor and, where applicable, expedite repair on Air Force Critical Items and Base/Command intensively managed items IAW AFMAN 23-110, Vol II, Part Two, Chapter 24, Section D; Vol I, Part One, Chapter 10, Section G; and MAJCOM directives.

**5.6.11** Operate the Awaiting Parts (AWP) program IAW AFMAN 23-110, Vol II, Part Two, Chapter 17, Section B and Vol II, Part Nine.

**5.6.11.1** Review the status of AWP bit and pieces and follow-up to improve unsatisfactory status and, where this is not possible, attempt lateral support.

**5.6.11.2** Encourage cannibalization between end items and adjust detail records to reflect changes in AWP bit and piece requirements.

**5.6.12** Implement, monitor and manage the Base Precious Metals Recovery Program (PMRP) IAW AFMAN 23-110, Vol VI, Chapter 4; and SAFBI 23-102. Identify in writing the designated Base PMRP monitor and alternate. Provide a copy of the appointment letter to 82 LG/CC through the FAC.

**5.7 RESEARCH AND RECORDS MAINTENANCE.** The contractor shall:

**5.7.1** Establish and maintain all item records and support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27.

5.7.1.1 Process all rejects for item records not loaded or part numbers requested.

5.7.1.2 Maintain DD Form 1348-6 file for non-catalogued items IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section B.

5.7.1.2.1 Review the Demands Awaiting Items Description and load item descriptive data into BCAS.

5.7.1.2.2 Maintain BCAS Item Listing for use in researching local purchase requests.

5.7.1.3 Process Stock Number User Directory (SNUD) updates IAW AFMAN 23-110, Vol II, Pt Two, Chapter 27, Section H.

5.7.1.3.1 Process priority Catalog Management Data (CMD) changes weekly.

5.7.1.3.2 Process routine CMD changes monthly.

5.7.1.3.3 Reconcile base and AFLC SNUD files annually.

5.7.1.3.4 Review management data and process Expendability/Recoverability/Repairability/Cost (ERRC) Designator/Equipment Management Code (EMC) changes IAW AFMAN 23-110, Vol II, Part Two, Chapter 22, Section E; and Chapter 27, Sections A and D.

5.7.1.4 Prepare, control, process and follow-up on AF Form 86 sent to Item Managers IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section T; and Vol I, Part One, Chapter 7, Section A.

5.7.1.5 Initiate corrective action when requisition status notices indicate erroneous data on item or support records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section A.

5.7.1.6 Verify, prepare and process input to update Standard Reporting Designator (SRD) records IAW AFMAN 23-110, Vol II, Part Two, Chapter 27, Section N.

5.7.1.6.1 Verify SRD applicability with Maintenance annually.

5.7.1.7 Receive, coordinate, review requests to load, change, or delete organization records. Approve or disapprove request as verified. Process approved requests IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, and Chapter 27, Section Q.

**5.8 FINANCIAL MANAGEMENT.** The contractor shall:

**5.8.1** Provide data, reports, and other documents as required by the Supply Management Area Group (SMAG) manager IAW AFMAN 23-110, Vol II, Part Ten.

5.8.1.1 Provide data, reports, listings and inquires as required in accordance with System advisory Notices (SAN).

5.8.1.2 Forward all requests for reverse-post of a direct charge (1PU) to the SMAG manager. Include a signed narrative explaining the events that occurred which caused the customer to be erroneously charged.

5.8.1.3 Obtain approval of the SMAG manager on the AF Form 2005 before processing forced credit/non-credit turn-in transactions.

5.8.1.4 Submit base-initiated adjusted stock level requests for budget code 9 items to the SMAG manager for approval/disapproval recommendation.

5.8.1.5 Requisition new or increased War Readiness Materiel (WRM) authorizations and the replacement of outdated shelf life items only upon notification by the SMAG manager that WRM funding has been provided and loaded.

5.8.1.6 Obtain approval of the SMAG manager prior to processing non-reimbursable issues and shipments and reduced-price issues (sales).

5.8.1.6.1 Ensure all serviceable items turned-in to Base Supply are not immediately transferred to Defense Reutilization and Marketing Office (DRMO), even if they are excess to computed requirements.

5.8.1.6.2 Advertise via Base Bulletin, Base Newspaper, Chief of Supply Newsletter, Supply Web Site, or other periodical, serviceable excess items that fit the criteria in AFMAN 23-110, Vol II, Part Two, Chapter 19, Section F, Paragraph 19.74.4.4, for reduced-price sale.

5.8.1.7 Load initial spares requirements only when directed by the SMBA manager. Provide the SMAG manager with a copy of the R11/NGV886 on processing of MAJCOM Spares Support List (MSSL) and Initial Spares Support List (ISSL) loads identified as funded by initial spares. Inform the SMAG manager of the dollar value impact of loading Air Force, HQ AFMC, or MAJCOM approved predetermined adjusted stock levels identified as initial spares requirements.

5.8.1.7.1 Process NASSL (New Activation Spares Support List) and Mission Change Data (MCD) in accordance with the sequence of events listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Paragraph 1.56 and its sub-paragraphs.

5.8.1.7.2 Process Air Force approved safety level increases (C-Factor Changes) in accordance with the sequence of events listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Paragraph 1.57 and its sub-paragraphs.

5.8.1.7.3 Inform the SMAG manager of the impact on the SMAG, by budget code, of Air Force, HQ AFMC, and MAJCOM approved predetermined adjusted stock levels, and load them only when directed by the SMAG manager.

5.8.1.8 Annually identify fiscal year requirements for the Operations Operating Budget for Base Supply responsibility Center (RC)/Cost Center (CC) and submit to the SMAG manager through the FAC for review and concurrence/approval.

5.8.1.9 Provide the SMAG manager and the FAC justification for increase to the Operations Operating Budget in the event allocated funds are insufficient to support daily operating expenses.

5.8.1.10 Upon creation of a due-out for a budget code Z item, ensure a copy of the 350 management notice is forwarded to the SMAG manager.

5.8.1.11 Use the Funds Requirement Card - Revised Materiel Acquisition Control Record (FRC-RMACR) personal computer program to manage stock replenishment and due-out FRC images. Update the program's data base daily with new FRC images and the new RMACR data file. Ensure the stock replenishment item category matrices have SMAG manager-approved percentages. Provide the following dollar values to the SMAG manager when requested:

5.8.1.11.1 Dollar value of current local purchase stock replenishment FRCs.

5.8.1.11.2 Dollar value of current non-local purchase stock replenishment FRCs.

5.8.1.11.3 Dollar value of current local purchase due-out FRCs.

5.8.1.11.4 Dollar value of current non-local purchase due-out FRCs.

5.8.1.11.5 Other values as required.

5.8.1.12 Be aware of the current fiscal year GSD operating program obligating authority target and MAJCOM directed unit cost ratio goal (information will be provided by the SMAG Manager). As the fiscal year progresses and when the target is approached, work with the SMAG manager to slow spending, if necessary, to prevent exceeding the approved obligating authority limit. Work with the SMAG manager to implement MACR controls, if required. Exercise sound management of the entire supply account to achieve the unit cost ratio goal. Useful guidance on unit cost ratio impacts is listed in AFMAN 23-110, Vol II, Part Ten, Chapter 1, Attachment C-2.

**5.9 COMPUTER SUPPORT.** The contractor shall:

**5.9.1** Operate the Supply remote processing station (RPS) under the SBSS IAW AFMAN 23-110, Vol II, Part Four; AFM 171-101, Vols I and II; AFM 171-150, Vol IA; AFM 177-206; AFI 31-209; AFI 33-104; AFI 33-111; AFI 33-112; DODM 4000-25-10; and applicable commercial documentation. Carry out the responsibilities of the computer support base (CSB) regarding the support of satellite supply accounts IAW AFMAN 23-110, Vol II, Part Two, Chapter 28.

5.9.1.1 Maintain security and a high standard of housekeeping in the computer facility IAW AFI 33-104.

5.9.1.2 Complete the in-line follow-up program after each work day for which end-of-day processing was performed IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section F.

5.9.1.2.1 Forward a copy of each F030 management notice to the QAE.

5.9.1.3 Complete requirements computation daily.

5.9.1.3.1 Forward a copy of each F324 management notice to the QAE.

5.9.1.4 Develop local programs for approved ADPE work requests.

5.9.1.4.1 Establish controls to ensure no program or procedure is implemented which is superfluous or will circumvent or conflict with the internal processes of the SBSS.

5.9.1.5 Process end-of-day, end-of-month, end-of-quarter, semiannual, annual, end-of-year, as required reports (AF Form 2011) and listings IAW AFMAN 23-110, Vol II, Part Two, Chapter 5.

5.9.1.6 Process complete file status quarterly IAW AFMAN 23-110, Vol II, Part Two, Chapter 19, Section A.

5.9.1.7 Process major command unique programs IAW AFMAN 23-110, Vol II, Part Two, Chapter 21, Section U.

5.9.1.8 Accomplish end-of-year close out in accordance with the yearly pre-conversion actions received from Standard Systems Group (SSG), Maxwell AFB, Gunter Annex, and IAW AFMAN 23-110.

**5.9.2** Process the J31, FAST Effectiveness Report and forward a copy to the QAE, on the first workday of the month. Report the average pickup time, warehouse effectiveness and stockage effectiveness to HQ AETC/LGSPA, by letter, by the 5th of each month. Include explanations if AETC goals are not met.

5.9.3 Deliver communications traffic, including AUTODIN, between Base Supply and the local communications center, as required.

5.9.4 Decollate, sort and distribute reports and listings by 0700 hours each workday IAW AFMAN 23-110, Vol II, Part Two, Chapters 5 and 6; and Vol II, Part Four, Chapter 12.

5.9.5 Establish a separate distribution system to segregate auditable documents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.9.6 Provide computer support to the satellite accounts, to include distribution of computer products as required.

5.9.7 Provide computer support as necessary to the Accounting and Finance Material Section IAW AFMAN 23-110, Vol II, Part Four, Chapter 2, Section A.

5.9.8 Process Supply Interface System (SIFS) programs and monitor Automated Data Reports Submission System (ADRSS) and Base Level Automated Message Extraction System (BLAMES) products IAW AFMAN 23-110, Vol II, Part Four, Chapter 4; and AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.9.8.1 Insure BLAMES and ADRSS are processed at frequencies specified in AFMAN 23-110, Vol II, Part Four, Chapter 4.

5.9.9 Maintain an SBSS Terminal Security Program IAW AFMAN 23-110, Vol II, Part Four, Chapter 2, Section C.

5.9.9.1 Appoint a Terminal Area Security Officer (TASO).



**5.11 CUSTOMER SERVICE.** The contractor shall:

**5.11.1** Establish a single point of contact within Supply to provide customer assistance IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C.

5.11.1.1 Publicize the Customer Service Unit function as the primary contact for supply related problems or complaints.

5.11.1.2 Provide technical assistance to customers in resolving complaints, questions, and problems.

5.11.1.3 Document and maintain records of all customer requests for technical assistance, complaints and problems.

5.11.1.4 Perform an analysis on customer complaints and problems semiannually to ascertain trends and recommend required training or other corrective actions IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C, and SAFB Sup 1.

5.11.1.5 RESERVED

**5.11.2** Conduct customer assistance visits as requested by customer.

**5.11.3** Establish a focal point for supply customers to challenge suspected price discrepancies and report suspected fraud, waste, and abuse incidents IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; and, Vol VII, Part Four.

5.11.3.1 Conduct the Zero Overpricing Program (ZOP) and process challenges IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; and Vol VII, Part Four.

**5.12 TRAINING.** The contractor shall:

**5.12.1** Conduct Base Supply customer training IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section C; Chapter 22, Section C; Part 13; AFI 23-204; and AFI 23-111.

5.12.1.1 Obtain and use Air Force furnished training materials and develop local training materials to satisfy local training requirements.

5.12.1.2 Document attendance and provide notification of class completion to supported organizations and applicable activities.

5.12.1.3 Provide organizational fuel tank custodian training IAW AFI 23-204.

**5.12.2** Develop and provide a basic orientation program for satellite supply account personnel IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section A.

5.13.2.4 Establish and operate a Supply Readiness Control Center IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section A, paragraphs 2.7.1, 2.7.3, and 2.7.5.

**5.13.3** Review, evaluate and act upon amendments to AFMAN 23-110, and SBSS programs release documentation.

5.13.3.1 Advise supported activities of changes to the SBSS that affect them.

5.13.3.2 Resolve problems affecting supply activities and those affecting satellites, separate accounts, and interface activities IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section D, paragraph 2.35 and subparagraphs; and IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section A, paragraph 1.5 and subparagraphs.

5.13.3.3 Prepare and submit proposed changes to SBSS applications IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section C, paragraphs 1.18 through 1.26.

5.13.3.3.1 Proposed changes will be coordinated with, and approved by, the Functional Area Chief prior to submission.

5.13.3.4 Monitor, control, and submit Difficulty Reports (DIREP) IAW AFMAN 23-110, Vol II, Part Two, Chapter 1, Section C, paragraph 1.29 and subparagraphs

**5.13.4** Prepare, submit, and review the supply portion of support agreements to include Joint Tenancy Agreements, Interservice Support Agreements, and Host-Tenant Support Agreements IAW AFI 25-201. Submit new agreements and changes to the FAC for approval.

**5.13.5** Review, update, and submit changes as required to SAFB Plans which require Base Supply actions. Submit changes or "no action required" responses to the QAE/FAC for approval.

**5.13.6** Receive, route to proper function, control suspense, evaluate and prepare responses to Air Force suggestions concerning supply IAW AFI 38-401. Submit replies to the FAC for review and approval.

**5.13.7** Maintain and comply with deployment support plans in support of headquarters directives. Reference Paragraph 1.6.2 of this PWS, Emergency or Special Event Services.

**5.13.8** Receive, review, coordinate, implement, and initiate corrective action on all Air Force special subject and command special interest items submitted to the contractor IAW AFI 90-201.

5.13.8.1 Receive, monitor and control suspended correspondence to ensure timely responses. Route Center level or higher suspended correspondence through the FAC/Chief QAE for review/concurrence.

**5.13.9** Serve as the Supply Functional Area Records Manager (FARM) for all documents maintained in support of this contract IAW AFI 37-122.

**5.14 QUALITY CONTROL.** In addition to the requirement to develop a Quality Control Plan as stated in paragraph 1.3 of this PWS, the contractor shall:

**5.14.1** Perform surveillance and analysis of internal supply operations IAW AFMAN 23-110, Vol II, Part Two, Chapter 2, Section D; and as supplemented by HQ AETC.

5.14.1.1 Conduct annual surveillance of all functional areas.

5.14.1.2 Collect, analyze, and maintain a repository of statistical data and determine the effectiveness of the supply activity, both in relation to AETC established standards, and in relation to other AETC bases.

5.14.1.2.1 Provide briefings to government auditors, staff assistance teams, Inspector General teams, etc., and as may be requested by the Contracting Officer or FAC. Such briefings shall include key management indicators and account operations depicted graphically.

**5.14.2** Monitor and control rejects generated by all functional areas to promote timely and correct transaction processing IAW AFMAN 23-110, Vol II, Part Two, Chapters 2 and 7.

**5.14.3** Review and process the Base Supply Surveillance Report (D20) to insure adherence to prescribed policy and procedures.

**5.14.4** Review and process the Daily Priority Monitor Report (D18) and BCE Due-Out Status List (D03/M09) to ensure all priority due-outs have valid requisitions and acceptable status. The Priority Action List (RO1) may be used in lieu of above reports.

5.14.4.1 Initiate corrective action on suspected UMMIPS abuses which are detected IAW AFMAN 23-110, Vol II, Part Two, Chapter 9, Section E.

**5.14.5** Prepare replies to the Contracting Officer on government inspections, audits, staff assistance visits, Inspector General inspections and discrepancies/observations identified by the QAEs. The discrepancies identified within the jurisdiction of the contract will require corrective action.

5.14.5.1 RESERVED

**5.15 SHIPMENTS/DISPOSITION.** The contractor shall:

**5.15.1** Process directed and non-directed shipments IAW AFMAN 23-110, Vol II, Part Two, Chapter 15. The following timeliness standards apply to processing of shipments.

5.15.1.1 Shipment Priority Group 01, (Supply Priority 01-03): one (1) duty day.

5.15.1.1 Shipment Priority Group 02, (Supply Priority 04-08): two (2) duty days.

5.15.1.1 Shipment Priority group 03, (Supply Priority 09-15): three (3) duty days.

5.15.1.2 Select, inspect, process property, and annotate documents for property transferred to the DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section F.

5.15.1.2.1 Transfer low dollar value items in batch lots IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section H.

5.15.1.2.2 Transport or arrange transportation for movement of property to DRMO.

5.15.1.2.3 Assign and review demilitarization codes and ensure items are demilitarized before transfer to DRMO IAW AFMAN 23-110, Vol II, Part Two, Chapter 14, Section B.

**5.15.2** Ship excess Automated Data Processing Equipment (ADPE) as directed IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section D.

**5.15.3** Respond to follow-ups received from sources of supply on directed shipment IAW AFMAN 23-110, Vol II, Part Two, Chapter 15, Section B.

**5.15.4 RESERVED**

**5.15.5** Manage shipments utilizing the Cargo Movement Operating System (CMOS), shipment suspense details, and shipped not credited details IAW AFMAN 23-110, Vol II, Part Two, Chapter 18, Sections C and E.

5.20.4.1.1 Equipment Maintenance. The contractor shall be responsible for all minor maintenance on Government furnished refuelers listed in Technical Exhibits 13.

5.20.4.1.1.1 Minor Maintenance. Includes but is not limited to cleaning, adjusting, tightening of nuts and bolts, and preventive maintenance actions recommended by the equipment manufacturer.

5.20.4.1.1.2 Major Maintenance. Any maintenance beyond paragraph 5.20.4.1.1.1 such as, scheduled maintenance, engine overhaul, safety inspections, etc. will be turned into refueling maintenance.

5.20.4.1.2 Preposition trucks in the aircraft servicing area to provide timely refueling capability in coordination with response times and priorities provided by Maintenance Job. The contractor shall also provide refueling for aircraft belonging to the 80 FTW at other locations within a 70 mile radius of Sheppard AFB (e.g., Frederick or Lawton OK.) on an as required basis. In addition, there shall be one dedicated refueling unit for AT-38 servicings. Trucks shall approach the aircraft and wait to be marshaled in by the crew chief. Once positioned, the operator shall place chocks, ground/bond truck, extend hoses, engage power take-off, and at the direction of the crew chief, commence pumping. Additionally, driver shall document the aircraft servicing on the AF Form 1232 attachment or stamp for base assigned aircraft and applicable AF Form 1994 or 1995 for transient aircraft. The operator must monitor the entire operation for safety compliance IAW T.O.'s 00-25-172 and 00-25-172CL4.

5.20.4.1.3 Perform ground and non-fly jet fuel servicing as required IAW T.Os. 00-25-172 and 00-25-172CL4.

5.20.4.1.4 Perform truck filling operations: When a truck is presented for refilling, the AF Form 1232 and attachments, 1994, and 1995 will be checked for accuracy and all safety procedures complied with and new forms issued as required. After positioning, chocking, and bonding he shall insure the pump is shut off, open the necessary valves, start pump and fill the truck. When the truck is filled the operator shall close the applicable truck and fillstand valves, disconnect the pantograph, bond wire and stow chocks. Note: Extreme caution shall be taken to ensure the pantograph has been disconnected from the bottom loader prior to moving the refueler IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; AFI 23-201; T.O. 37-1-1; and 40 CFR part 112.

5.20.4.2 Establish and operate an Automated Fuels Control Center, (AFCC) IAW AFI 23-201 to receive and prioritize fuels requests from base organizations. The contractor shall track and document fuels movements, vehicle and equipment in-commission status, sample schedules, product inventories, and personnel status on a daily basis. Documentation shall be accomplished through the use of the AFCC computer program. Only during an emergency situation, or with prior approval from HQ AETC/LGSF, may the AF Form 824 be used in lieu of the AFCC. Data entries will be down loaded daily for processing into the FAMS-B computer system. In addition, the AFCC program floppy disk will be maintained for 12 months to validate refueler authorizations. The controller shall dispatch fuel trucks to ensure that servicing response time does not exceed 15 minutes. The contractor must verify personnel who receive fuel into

organizational tanks have been properly trained as tank custodians. Additionally, a Fuels Facility Master Plan (Tab G-8 map) and base grid map must be conspicuously posted and all fuel systems highlighted. Vehicle clipboards, operating checklist, keys, and portable radios shall be controlled. The location of permanently installed generators, their size, and a list of frequently called telephone numbers must also be available. Aircraft and ground fuel credit cards and vehicle identity link blanks shall be maintained and embossed/encoded as necessary IAW AFMAN 23-110, Vol I, Part Three, Chapter 1 and AFI 23-201.

5.20.4.2.1 Prioritized aircraft fuel request (see Technical Exhibit 8) shall be received from the maintenance job control.

5.20.4.2.2 Fuels controller shall coordinate with refueling maintenance on vehicle in-commission rates, with Liquid Fuels Maintenance on fuels system repairs, and Aircraft maintenance on any aircraft servicing problems. Fuels controller shall notify the laboratory personnel when any maintenance is performed on mobile or fixed fuel systems that could compromise fuel quality (i.e. filter changes and new hose installation) IAW AFI 23-201. Notify QAEs of any unresolved problems with customers.

5.20.4.2.2.1 Identify facility and equipment upgrade or improvements to the QAE.

5.20.4.2.2.2 Review planned flying schedules and ensure adequate resources are available to meet demands IAW AFI 23-201.

#### **5.20.5 FUEL STORAGE.** The contractor shall:

5.20.5.1 Receive, store and issue fuel and cryogenic products. Prior to receipt of product, insure adequate space is available in the designated receipt tank to receive the product. Upon arrival of the tank truck, position the truck for off loading, bond and chock the truck, verify all receipt documents are accurate, connect the proper off loading hoses, visually check fuel quality, position the proper valves for off loading fuel. Upon completion of the off loading, verify that all truck compartments are empty, close all applicable valves, remove hoses, remove chocks and bond cables, and sign release documents IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; Vol II, Part Two, Chapter 34; AFI 23-201; T.O. 37-1-1; T.O. 37A-1-101; T.O. 42B-1-1; MIL HDBK 201B; and 40 CFR part 112.

5.20.5.1.1 Inventory all fuel, and cryogenic products daily as required by AFMAN 23-110, Vol I, Part Three, Chapters 1 and 4; and Vol II, Part Two, Chapter 34.

5.20.5.2 Prior to receipt of product or return to bulk, insure all valves are properly positioned to prevent commingling of fuels and or tank leveling. Also insure adequate space is available in the tank designated to receive the product by manually gauging the tank IAW T.O. 37-1-1.

5.20.5.2.1 Immediately notify the QAE if quality or quantity is questionable during the receiving or issuing of fuel or cryogenic products.

5.20.6.1.2 Review, edit and process 1GC inputs submitted from base organizations. Provide organization consumption data upon request.

5.20.6.2 Prepare and submit accurate and timely reports IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; AFI 23-201; DOD 4140.25M; and AETC WMP. See Technical Exhibit 4 for required reports.

5.20.6.3 Perform cash sales procedures for aviation fuel IAW AFMAN 23-110, Vol I, Part Three Chapter 1, and Controlled Multiple Address Letters (CMALs).

5.20.6.4 Monitor excessive gains/losses monthly for each product grade and provide investigative when they exceed allowable tolerances established IAW AFMAN 23-110, Vol I, Part Three, Chapter 1; and DOD 4140.25M.

5.20.6.5 Prepare all forms and records necessary to requisition FP and FB products IAW DOD 4140.25M; AFMAN 23-110, Volume I, Part Three Chapters 1 and 4; and Volume II, Part Two, Chapter 34.

5.20.6.6 Requisition the appropriate quantity of fuel and cryogenic products to maintain War Reserve Material (WRM) levels identified in the Inventory Management Plan (IMP), and War Consumable Distribution Objective (WCDO). Deviations from established levels shall require MAJCOM and DET 29 Defense Fuels Supply Center authorization IAW AFI 23-201 and AFMAN 23-110, Vol I, Part Three, Chapter 1.

5.20.6.6.1 Requisitioning Jet Fuel. Annually, the contractor will receive a Source Identification and Ordering Authorization (DESC Form 21.1) from Defense Energy Supply Center (DESC). Using this form as a source document, monthly the contractor shall request from Defense Energy Region-South (DER-S)(by letter) the quantity of Jet Fuel expected to be requisitioned the following month. DER-S will reply (via the DD Form 1155) with the amount of fuel authorized and the supply sources from which the fuel will be requisitioned. Using this data, update the SBSS and requisition fuel from the appropriate supply source as required.

5.20.6.6.2 Requisitioning Ground Fuels, Mogas and Diesel. Annually, supply sources will be contracted by DESC. Upon receipt of each contract or contract modification, review the data for the quantity, supply sources, and delivery restrictions and requirements and update the SBSS. Requisition fuel through CONS/LGCS as required.

5.20.6.6.3 Requisitioning Liquid Oxygen and Liquid Nitrogen. As required, apply for a Blanket Delivery Order (BDO) through the ACO. Upon receipt of the BDO, review the data for quantity, supply sources and delivery restrictions and requirements and update the SBSS. Requisitions shall be made directly to the supplier.

5.20.6.6.4 Requisitioning Oils. Motor oils shall be requisitioned from the government using SBSS procedures.



5.20.6.6.5 Requisitioning Other Fuels. On occasion, transiting aircraft or special operations may require fuels not normally maintained (JP-5, JA-1, etc.). These fuels will be requisitioned through the ACO using SBSS local purchase or spot-buy procedures.

5.20.6.7 Verify that the maximum amount of fuel which can be issued to aircraft within a 24 hour period (using on-hand dispensing equipment and facilities) can meet requirements specified in the Inventory Management Plan (IMP) IAW AFI 23-201.

5.20.6.8 Verify the D05/M34 report agrees with manually prepared issue, receipt, and storage documents IAW AFMAN 23-110, VOL II, Part Two, Chapter 34.

5.20.6.9 Provide fuel consumption data to government agencies as directed .

5.20.6.10 Maintain auditable document control files for the base fuels accountable record IAW AFMAN 23-110, Volume II, Part Two, Chapter 34.

5.20.6.11 Consolidate issue documents applicable to liquid oxygen and liquid nitrogen IAW AFMAN 23-110, Volume II, Part One, Chapter 4.

5.20.6.12 Ensure that the gain/loss of petroleum products and cryogenics products does not exceed allowable tolerance as established IAW AFMAN 23-110, Volume I, Part Three, Chapter 1; and DOD 4140.25, Vol II, Chapter 10.

5.20.6.13 Prepare identification links and serv-o-plates for vehicles, safety cans, and other ground fuel requirements IAW AFMAN 23-110, Vol II, Part Two, Chapter 34.

5.20.6.14 Accomplish responsibilities pertaining to organizational fuel tanks IAW AFI 23-201 and AFI 23-204.

## 5.20.7 RESERVED

**5.20.8 SAFETY ITEMS.** The following areas are considered to be extremely hazardous in the fuels environment and if detected during ANY fuels operation, will result in the issue of a Contract Discrepancy Report (CDR).

5.20.8.1 Improper grounding/bonding procedures during fuel/LOX operations to include; aircraft and ground support equipment servicing, issue/support tank servicing, fuel rotations, fillstand and return to bulk operations, tank truck receipts, lox issues, laboratory sampling and analysis.

5.20.8.2 Lack of fire fighting vehicles and or serviceable fire extinguishers in the vicinity of the operation.

- 5.20.8.3 No emergency evacuation path for fuels/LOX servicing equipment/personnel.
- 5.20.8.4 Failure to follow the two man policy IAW para 5.20.2.1.
- 5.20.8.5 Protective equipment not being utilized when required during fuel servicing, LOX/LIN receipt/issue, laboratory sampling, and checkpoint operations.
- 5.20.8.6 Insufficient ullage in receipt tanks to accommodate receipt.
- 5.20.8.7 Bottom loader & Defuel test button not activated during aviation fuel fillstand/defuel operations.
- 5.20.8.8 Individual not placed on top of the ground product unit during filling operation when high level shut valve is inoperative.
- 5.20.8.9 Failure to ensure any source of ignition not essential to the actual fuel/LOX operation is outside the circle of safety.
- 5.20.8.10 Failure to analyze fuel samples performed in the fuels laboratory under operating exhaust hood.
- 5.20.8.11 Fuels operations aren't terminated if a leak occurs. A leak is defined as a spray, stream, accumulation of fuel, or severe enough to seriously jeopardize system/personal safety.
- 5.20.8.12 Using improper procedures when backing a refueling unit.
- 5.20.8.13 Storing fuel samples in the lab when the exhaust fan is inoperative and/or storing excessive amount of fuel overnight in the fuels lab.
- 5.20.8.14 Failure to shut-down a fueling operation in the event a safety violation occurs.
- 5.20.8.15 A reportable fuel spill occurs as a result of system/unit operator negligence.

**TECHNICAL EXHIBIT 9**

**FP PRODUCTS**

Jet Fuel, Grade JP-8, Bulk	NSN 9130-01-031-5816
Gas Auto, Regular No Lead, Bulk	NSN 9130-00-148-7103 (MUR)
Fuel Oil, Diesel Regular, Bulk	NSN 9140-00-000-0184 (DL#2)
Aviators Liquid Breathing Oxygen	NSN 6830-00-808-9531
Nitrogen, Liquid	NSN 6615-01-247-3312

## TECHNICAL EXHIBIT 10

### SAFETY PLAN

#### Section I - General Safety Requirements:

1. The contractor's safety program as agreed to or as modified in writing during negotiations with the Government, shall apply to this contract. The contractor shall comply during the life of this contract with the program so submitted and any change herein which may be directed by the contracting officer to bring it into compliance with this exhibit. The contractor shall not deviate or make changes to the plan without prior approval by the contracting officer. The safety plan shall include, but not be limited to:

- a. Safety policy, objectives and standards.
  - b. Job and task hazard analysis.
  - c. Safety training.
  - d. Inspection requirements.
  - e. Hazard reporting.
  - f. Accident investigation and reporting procedures.
2. The contractor shall comply with the specific safety requirements and directives in the Performance Work Statement.
3. The contractor shall include a clause in all subcontracts to require subcontractors to comply with the safety provisions of this contract as applicable.
4. The contractor shall designate a safety monitor to act as a point of contact for safety matters and to implement the contractor's safety plan.
5. Accident/Incident Reporting and Investigations:
- a. The contractor shall record, and immediately report to the contracting officer or designated Government Representative (GR), all available facts relating to each instance of accidental damage to government property or injury to either contractor or Government personnel.
  - b. The contractor shall immediately secure the accident scene and wreckage until released by the accident investigative authority, through the contracting officer except for Class I fuel spills, as defined in AFOSH Standard 127-38, Paragraph 2r. All fuel spills shall be immediately reported.

c. If the Government elects to conduct an investigation of the accident, the contractor shall cooperate fully and assist the Government personnel until the investigation is completed.

d. The contractor shall include a clause in each applicable subcontract to require subcontractor's cooperation and assistance in accident reporting and investigation.

6. Safety provisions in technical publications listed in the Performance Work Statement shall be complied with.

7. Known hazardous conditions with appropriate "cautions" or "warnings" are listed in technical orders (TOs) applicable to this project. The Contractor shall ensure that a complete review is made of the TOs to identify any hazardous conditions that may exist or may develop. Prior to beginning work, all concerned personnel shall be apprised of the dangers involved, the proper safeguards required, and the type of personal protective equipment to be used.

8. Should hazardous conditions arise during the course of this work which have not been recognized in the applicable TOs, or by this exhibit, work areas shall be directed to cease work immediately, and the FAC and Contracting Officer shall be notified.

## **Section II - INDUSTRIAL SAFETY REQUIREMENTS:**

1. Fire prevention and protection systems shall be provided for protection of government property (AFI 32-2001).

2. The storage and use of paint and dope materials in the vicinity of government property shall be in accordance with AFOSH STD 127-17 and AFOSH STD 127-43.

3. Compressed gas cylinders in the vicinity of government property shall be handled and stored in accordance with T.O. 42B5-1-2, and AFMAN 23-210.

4. Government property shall be stored, handled, loaded and transported in such a manner as to prevent damage.

5. Vehicles authorized to be on the flight line and aircraft parking/towing ramps shall be kept to a minimum.

6. Flammable liquids in the vicinity of government property shall be handled and stored in accordance with AFOSH STD 127-43.

7. Personnel engaged in fuel/defuel operations shall be trained and qualified in specific duties and assigned duties based on their knowledge of fuel/defuel operations (TO 00-25-172).

8. Personnel engaged in actual fuel/defuel operations shall not wear static producing outer clothing such as nylon, silk, wool, and plastics (AFOSH STD 91-38).

9. Fuel hoses and couplings shall be inspected and maintained in accordance with AFOSH STD 91-38 and T.O. 37A-1-101.
10. Static grounding and bonding cables, and connections on fuel servicing equipment shall be inspected, tested, and maintained in accordance with T.O. 00-25-172.
11. Suitable fire extinguishers shall be placed in strategic locations near the storage tanks and/or facilities before beginning fuel/defuel operations. Personnel shall receive annual training in the operation of fire extinguishers (T.O. 00-25-172).
12. All sources of ignition not essential to the actual fuel transfer operation shall be prohibited within a radius of 50 feet around the fuel/ defuel operation.
13. The two person policy specified in paragraphs 2s and 4g of AFOSH STD 91-38 shall be followed at all times.
14. Contractor personnel must ensure their clothing and footwear is clean and free of any fuel, oil, or grease before engaging in any Lox handling/ servicing procedures IAW T.O. 00-25-172.
15. The contractor, in coordination with the Base Bioenvironmental Engineer and Base Safety Office, shall designate those tasks and working areas requiring personal protective equipment. The contractor shall provide and enforce the use of personal protective equipment in those tasks and areas so designated.
16. Contractor personnel shall leave the ignition keys in refueling units when units are parked, reference AFI 23-201.
17. When leaks or spills are detected during fuel receipts, transfers, or fueling operations, the operations shall be suspended immediately. The contractor shall comply with the actions outlined in AFOSH STD 91-38; the Spill Prevention, Control, and Countermeasures Plan, and the Hazardous Waste Management Plan. The contractor shall notify the Environmental Coordinator at 6-5719.
18. Contractor personnel who operate government or privately owned vehicles shall possess a valid State Driver's License. Vehicle operators shall complete applicable traffic safety training course specified in AFI 24-301 and AFMAN 24-309 prior to operating on the flight line.
19. Contractor personnel operating government vehicle service stations shall assure that portable container issues are made only to safety containers which are painted red with the product stenciled in black letters IAW AFOSH STD 127-43.
20. Contractor personnel operating service stations shall comply with safety provisions specified in AFI 23-201.
21. Contractor personnel operating the Base Fuels Laboratory shall comply with all provisions of AFOSH STD 91-38.

22. Personnel handling cryogenic products shall wear approved insulated gloves, aprons, and face shields. Long sleeves and pants length sufficient to cover shoe tops shall be utilized to avoid skin contact with cryogenics. Oxygen and nitrogen servicing provisions of T.O. 00-25-172, Sections IV and V shall apply and AFOSH STD 127-67.
23. Prior to filling tanks, regardless of location or source of supply, contractor personnel shall gauge all tanks to determine that sufficient ullage exists to hold the fuel to be added to tanks.
24. Truck Fillstand operations shall be accomplished in accordance with AFOSH STD 91-38.
25. Refueling vehicles and equipment shall not be used for servicing or fuel transfer operations if any defects, discrepancies, or safety hazards are observed or known which would affect safety and fuel quality.

TECHNICAL EXHIBIT 11a

Vehicles/Equipment Requiring On Site Servicing

VEHICLE/ EQUIPMENT TYPE	QUANTITY	FUEL TYPE	BLDG
25K A/C Loader	1	All vehicles	1010
40K A/C Loader	1	listed require	1010
10K Forklift	3	DL#2	1010
4K Forklift	2		1010
R-11/R-9	19		FLT Line
A/C Servicing Vehicle	1		1010
Grader	2		2124
Dozer	1		2124
Snow Plow/Sweeper	2		2124
15 Ton Crane	1		2124
Paver	3		2124
Excavator	1		2124
Loader	2		2124
4K Forklift	1		2124
4k Forklift	3		2135
4K Forklift	1		2320
4K Forklift	1		1121
6.2K Forklift	2		1121
6.2K Forklift	1		2320
15K Forklift	1		1121
4K Forklift (Powered Age)	1		1360
Hydraulic Test Stand	1		2408
Air Compressor	10		2408
H1 Heater	5		2410
Generator	9		2404
Tractor	20		Flt Line/2406
Lite All	5		Flt Line
*Step Van	3		Flt Line
*1/4 Ton Pickup	2		Flt Line
*1/2 Ton Pickup	1		Flt Line
P-18	2		1093
P-19	2		1093
P-22	2		1093
P-23	1		1093

NOTE 1: 82d CES/DEF - Fire Department vehicles will be serviced as necessary to ensure uninterrupted fire protection.

\*NOTE 2: Vehicles will be refueled only when fuel truck is already in the area to fuel other vehicles. No additional trips are required.